


**MEMORANDUM**

**TO:** Agency Heads, Chief Financial Officers and Budget Directors

**FROM:** Brian J. Gaines 

**DATE:** July 31, 2018

**RE:** Budget Guidelines for FY 2019–2020

Please find attached the budget request instructions and templates for submitting your FY 2019–2020 Budget Plans. Your budget plan must be submitted to the Executive Budget Office (EBO) by Friday, Sept. 21, 2018. Please read over the instructions carefully. The attached guidelines and other related information can be found on our website at: <http://www.admin.sc.gov/budget/agency-budget-plans/budget-planning-documents>.

In August, your EBO analyst will send you your FY 2018-19 allocations. Additionally, an updated Employer Contributions Rate Table, the renumbered proviso list, and final proviso language will be sent and uploaded to our website when they become available.

Your EBO analyst will also work with you to collect the detailed budget information once the request has been submitted.

The electronic files to be submitted by Friday, Sept. 21, 2018, should be emailed to Lauren Henry ([Lauren.Benjamin@admin.sc.gov](mailto:Lauren.Benjamin@admin.sc.gov)). With the exception of Form A, all files must be submitted in the original MS Word or Excel format — not in PDF format. Please remember to send a printed, signed copy of Form A.

Budget hearings will be held in October. We will contact you in August to schedule your appointment with the Governor's Office. If you have any questions, please contact your EBO analyst at (803) 734-2280.

